This report is a part of the College’s efforts to provide you with information on security procedures, services, and resources available on our campus, and especially to remind you of the need to cooperate in crime prevention. Additional detailed information is available in the Barnard Student Handbook and in the various College offices and departments to which it is relevant.

Barnard College Public Safety Department sends an e-mail to every enrolled student and current employee on an annual basis to notify them that the report is available to be viewed. The e-mail includes a brief summary of the contents of this report and the web address where the Annual Security and Fire Safety Report can be found. The report is available online at http://barnard.edu/publicsafety/security-report. You may request to have a physical copy mailed to you by calling 212-854-3362. A copy of the report can also be obtained from the Barnard Public Safety office in Room 104, Barnard Hall.
A Message from the Department of Public Safety

Barnard College is committed to providing a safe and secure environment conducive to education. The safety and well-being of students, faculty, staff, and guests have always been of paramount importance at Barnard College. Located in Morningside Heights in Manhattan, we are a community within our neighboring communities: Columbia University and New York City. Separate from them in some ways, but very much a part of them, we have many mutual interests, including that of crime prevention.

To that end we are pleased to present the 2013 Annual Security and Fire Safety Report. The report is prepared by the Public Safety Department, which is responsible for ensuring the safety and security of the campus, in conjunction with offices from the Dean of the College and General Counsel.

This report will provide you with information on safety and security in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Higher Education Opportunity Act. It includes Barnard Public Safety policies and procedures for reporting crime, crime prevention and awareness programs, victims assistance and services, fire safety and emergency procedures.

Barnard College is very proud of the services provided by our Public Safety Department and encourages you to read this report and consider how the information provided can help you. For more information or questions regarding this report please visit http://barnard.edu/publicsafety or contact the Department of Public Safety at 212-854-3362.

Sincerely,

Dianna M. Pennetti
Director of Public Safety
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SECTION ONE

JEANNE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (the "Clery Act"), as amended, requires colleges and universities to:

- Publish an Annual Security and Fire Safety report by the first of October that contains statistics for the last three years regarding specified crimes and fire safety incidents, and must include certain campus security policy statements.

- The College must disclose crime statistics for the campus including public property, which includes thoroughfares, streets, and sidewalks, that is within the campus, or immediately adjacent to and accessible from the campus. The statistics must be gathered from campus police or security, local law enforcement, and other College officials who have “significant responsibility for student and campus activities”.

- The College must provide a “timely warning” notification for crimes that have occurred and pose an ongoing “threat to students and employees”, in order to enable the community to protect themselves, and to aid in the prevention of similar crimes.

- Issue an emergency notification, immediately upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

- Maintain and provide a public Crime Log identifying “any crime that occurred on campus…or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department”.

- Maintain and provide a public Fire Log recording any fire that occurred in an on-campus student housing facility.
CLERY GEOGRAPHY

For purpose of this report the College must disclose statistics for the campus and adjacent public property as defined above. For Barnard College the reporting geography includes the following:

Addresses located within the confines of the 26 Precinct.

<table>
<thead>
<tr>
<th>Address</th>
<th>Street</th>
<th>2-12 Claremont Ave</th>
</tr>
</thead>
<tbody>
<tr>
<td>601 W 110 Street</td>
<td>2961 Broadway</td>
<td></td>
</tr>
<tr>
<td>600 W 116 Street</td>
<td>3001 Broadway</td>
<td>26 Claremont Ave</td>
</tr>
<tr>
<td>605 W 116 Street</td>
<td>3003 Broadway</td>
<td>42-76 Claremont Ave</td>
</tr>
<tr>
<td>607 W 116 Street</td>
<td>3005 Broadway</td>
<td></td>
</tr>
<tr>
<td>616 W 116 Street</td>
<td>3007 Broadway</td>
<td>1235 Amsterdam Ave</td>
</tr>
<tr>
<td>620 W 116 Street</td>
<td>3009 Broadway</td>
<td></td>
</tr>
<tr>
<td>620 W 119 Street</td>
<td>3015 Broadway</td>
<td></td>
</tr>
<tr>
<td>624 W 119 Street</td>
<td>3019 Broadway</td>
<td></td>
</tr>
<tr>
<td>606 W 120 Street</td>
<td>3023 Broadway</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3025 Broadway</td>
<td></td>
</tr>
</tbody>
</table>

Addresses located within the confines of the 24 Precinct.

217 Manhattan Avenue
352 West 110th Street

TIMELY WARNING NOTICES AND NOTIFICATIONS

The Public Safety Department, in a timely manner, will report to the Campus community incidents that represent a serious or continuing threat to students and employees. The warning will be issued as soon as the pertinent information is available in order to provide appropriate information to the community. Such notifications will be disseminated by the Public Safety Department through Security Alerts posted on “Red Boards” throughout the Campus and/or through email. Alerts are generally written and distributed to the College by the Director of Public Safety or a designee. Notifications presenting an imminent threat may be disseminated through the Emergency Notification System described below, through email and may be posted on the Barnard College website. Timely Warnings will be issued whenever there is a threat to the safety or security to persons or property.
EMERGENCY NOTIFICATION SYSTEM

In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus; Barnard Public Safety will “without delay, and taking into account the safety of the community, demine the content of the notification and initiate the notifications system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.” Activation of the emergency text messaging system is designed to instantly and simultaneously contact students, faculty and staff via notifications through a text message to their cell phone (if registered), and/or to their official Barnard College e-mail account, and will prompt a posting to the general announcements on the homepage of Barnard’s website www.barnard.edu. Subsequent messages and updates will be coordinated through Public Safety, the Communications Department and Residential Life Administrators upon activation of the Emergency Management Operations Team. Immediate notifications to a segment of the community may be considered if the emergency is limited to that segment.

Important Note: The emergency text notification system is tested each semester. Barnard cannot be held liable for students, faculty and staff who do not receive emergency messages or who do not register their cell phone number through Human Resources for faculty and staff, or the Registrar’s Office for students.

Frequently Asked Questions

When Will the Barnard Emergency Notification System Be Used?
The Emergency Notification System will be used when there is an imminent threat and quick action is urgently required by the campus community.
Examples include:
• Sheltering from a storm
• A dangerous situation such as a chemical spill, bomb threat or dangerous person
Text messages will be used only during emergency as a means of immediate notification and will provide subsequent updates as available throughout the emergency.

How Will I Know the Emergency Alert Message is Genuine?
The message sender will appear as follows:
• Barnard admin
• The type of alert will follow (i.e.) Test, Alert, Dangerous condition, etc.
• Instructions as to what action to take will follow (i.e.) Shelter in Place, evacuate, etc.

Will My Contact Information be Shared with Anyone?
If you register your cell phone number with the College to receive emergency messages via text or voicemail, it will remain confidential and will not be sold, disclosed or traded to anyone or used for anything other than the Barnard Emergency Notification System.

Is there a Fee for the Emergency Alert System?
Barnard will not charge a fee for notification sent to your email account. Text messaging and phone charges from your provider may apply.

Can I register my family and friends for this system?
This system is only for currently enrolled students and faculty and staff of Barnard College.
SNOW AND EMERGENCY SCHOOL CLOSINGS

The College will announce any closing on the Barnard website, and you may also listen to AM radio station 1010 WINS for any possible closing announcement. In addition, you may call the emergency information line, 212-854-1002. A pre-recorded message will be placed on that line in the rare instance that a decision is made to close the College.

DAILY CRIME AND FIRE LOGS

Barnard Public Safety maintains a daily campus Crime Log and separate Fire log, both of which are available for viewing at the department’s office Monday through Friday, during business hours in Barnard Hall room 104.

The Crime Log is used to record all crimes reported to Barnard Public Safety by; incident number, date of crime, time of occurrence, general location, and disposition (if known). All reports of crimes received by Public Safety that occurred within our patrol jurisdiction are entered into the Crime Log, except where such disclosures are prohibited by law or would jeopardize the confidentiality of the victim. Such information may also be withheld if there was clear and convincing evidence that the release of the information would cause the suspect to flee or result in the destruction of evidence, however once the adverse effect described above is no longer likely to occur the information required will be disclosed. Entries or a change in the disposition of a complaint will be recorded within two business days of receipt. The crime log is accessible to public view for the most recent 60-day period during normal business hours. The institution will make available any portion of the log older than 60 days within two business days of a request for inspection.

The Fire Log is used to record all fires that occur in an on-campus student housing facility. This includes already extinguished fires as well as those discovered while still burning, regardless of whether or not it was an emergency situation requiring a response from the Fire Department (FDNY) or if it were a minor fire easily extinguished. All fires will be recorded by incident number, date the fire was reported, date and time of occurrence, general location, and nature of the fire.
EMERGENCY MANAGEMENT

The Department of Public Safety coordinates emergency management and preparedness policies and procedures for the Campus. The department employs a Supervisor for Emergency Management and Fire Safety who chairs the Emergency Management Committee comprised of campus representatives from all divisions of the College. This group meets regularly to develop and coordinate Preparation, Planning, Response, Business Continuity and Restoration for Barnard College in the event of an emergency or major disaster. Through the ongoing development and revision of the Emergency Operations Plan (EOP) the committee oversees the overall development, implementation and work practices that best suit college-wide emergency management needs. Emergency protocols and procedures are tested annually.

SECTION TWO
BARNARD PUBLIC SAFETY DEPARTMENT

The Department of Public Safety at Barnard College is located just opposite the Main Gate at 117th Street and Broadway, in Barnard Hall, Room 104. It is open 24 hours a day, seven days a week including holidays and can be contacted by calling 212-854-3362, or ext. 43362 or dial 88 from a campus phone. The Department has a professional full-time staff that consists of a Director, an Associate Director, and an Emergency Management/Fire Safety Supervisor, 6 Field Supervisors, 30 Security Guards, 3 Dispatchers, 32 Access Attendants and 2 Administrative staff members. The department is also augmented by a part time staff of 40 employees.

Security Guards are College employees who are licensed by the State of New York and are trained, certified and registered pursuant to the New York State Security Guard Act of 1992. Barnard College Security Officers are not peace officers or police officers. As agents of the college they perform unarmed interior and exterior patrols 24 hours a day, 365 days a year. Security booths are staffed during the evening hours from 4:00pm until 7:30am during the academic year and as needed. In addition to perimeter security performed by Security Guards, Public Safety Access Attendants monitor access and egress for all Resident Halls 24 hours each day.

Barnard College has an approved NYS Security Guard Training Academy which is administered by the Director of Public Safety. All Security Guards are trained for recertification annually through the Academy. In addition, all members of Public Safety are trained annually in First Aid, Cardio Pulmonary Resuscitation, use of Automated External Defibrillators, fire safety and emergency response procedures. The department has institutional membership with the International Association of Chiefs of Police, the International Association of Campus Law Enforcement Agencies, the National Emergency Management Association and the National Association of Clery Compliance Officers and Professionals.
Barnard Public Safety is concerned with the welfare and safety of all members of the campus community and their guests. The department employs a community policing strategy that promotes active community involvement including students, faculty, staff and outside law enforcement. The activities of the Department of Public Safety are enhanced by its close relationship with the New York City Police Department, the New York City and New York State Fire Departments, State and Federal enforcement and first responder agencies, Columbia University and affiliates. Together these agencies share in the responsibility of maintaining law and order on the Campus and in the surrounding community. In addition, these agencies keep the Department informed of any off- campus arrest or incidents involving members of the Campus community and/or if there is a perceived threat to the welfare of other members.

**Security for Campus Grounds & Buildings**
Marked patrol units from the Department of Public Safety, as well as those from the NYPD and Columbia University patrols the Campus perimeter regularly. Although Security Guards are not police officers, they do handle criminal acts and crime scenes until the police departments arrive. Suspects are identified and detained for action by the arriving police personnel.

Security Guards assigned to various areas on campus regularly patrol both academic and residential buildings. Members of the community are encouraged to approach our Guards with questions or reports about crimes or emergencies.

The College also provides “Blue Light” emergency call boxes throughout the campus, in the tunnel that connects campus buildings, on the perimeter along Broadway and Claremont Avenue, as well as on West 120th Street between Broadway and Amsterdam Avenue, and on 110th Street outside the Cathedral Gardens Residence Hall. The boxes are simple to use: an alarm is activated by pushing a button and a message is automatically sent to the entire Public Safety staff over their radios in real time. In addition, the location of the box is automatically transmitted to security personnel allowing the officers to respond immediately to a call.

When the College is in session, entrances to residence halls are staffed 24 hours a day by Access Attendants assigned to the Department of Public Safety. Their job is to monitor access and egress for all residents and guests. Students must present valid Barnard College/Columbia University IDs to gain entrance to residence halls. A guest must leave proper identification and be escorted to their destination by a resident student in order to be admitted.

Procedures for events in public rooms in the residence halls are regularly reviewed by Residence Life staff and student residence hall councils. Similarly, procedures and supervision schedules for events in non-residential buildings are established through Events Management in consultation with Student Life, the Department of Public Safety, and other relevant departments, and are reviewed by the College’s Events Committee.
Public Safety Services

Barnard Public Safety can also assist members of the Campus community in many non-emergency situations. Students are encouraged to contact Public Safety for assistance in navigating their travel throughout the city, in securing valuable items, and assistance with interactions that may involve city agencies.

If a member encounters any of these situations, he/she should contact the Public Safety and a Supervisor will assist them.

PUBLIC SAFETY
Emergencies: 212-854-3362
Non-Emergencies: 212-854-5108
Email: publicsafety@barnard.edu

The Public Safety Department administers a comprehensive public safety platform, including crime prevention programs, fire prevention exercises, emergency response training, use of an emergency mass notification system, and coordination of EMS services with Columbia University EMS (CUEMS). Personal safety workshops, and escort services are available through Columbia University Public Safety and notification of availability and scheduling are made through student email. Barnard Public Safety also works closely with the FDNY and NYC Office of Emergency Management to ensure the safety of the Campus community. Our security and emergency management procedures are modeled after guidelines of the United States Department of Homeland Security.

The Department maintains and promotes respect for the individual rights and dignity of all persons and continually attempts to instill public confidence by maintaining a high degree of professionalism, dedication and expertise in the delivery of the service it provides.

SECTION THREE
REPORTING CRIMES AND EMERGENCIES

It is imperative that all crimes and suspicious activity be reported to Barnard Public Safety promptly. The department utilizes a community policing strategy that incorporates all members of the campus. You are the “eyes and ears” of the College. Although the Public Safety Department encourages the community to call directly to the department for all emergencies, we recognize that some may prefer to report to other college services or offices for non-emergencies. A list of titles of each person and resources is provided under the resource section of this report.
How to Report a Crime or Other Emergency

Dial 88 from any campus phone or simply push the RED button on any “Blue Light” emergency phone to report a crime in progress and/or other emergency.
To report any crime or any emergency, dial 212-854-3362 from outside lines for immediate attention and response or respond directly to the Public Safety office located in room 104 Barnard Hall.
Off Campus emergencies should be reported to the NYPD by dialing 911.

When reporting a crime or incident please provide as much information as possible, to include:
• Details of what happened
• Specific location
• Identity and/or description of person(s) involved
• Date and time of incident
• Be as specific as possible when reporting an incident, giving as much information as possible (i.e.) description of person(s), vehicle(s), etc.

Public Safety patrol vehicles and foot patrols are radio dispatched to handle emergencies and safety and security duties anywhere on campus. In addition, there are numerous well-marked emergency (Blue Light) telephones located throughout the campus to facilitate the reporting of crimes, fires and other emergency situations.

Policies Regarding Reporting Crime Confidentiality

Persons wanting to report a crime or incident can do so confidentially by contacting the Department of Public Safety at 212-854-3362 and requesting to speak to a supervisor. The reporting person’s name will be kept confidential, but the incident may be included in the annual crime statistic report without divulging the person’s name or any other information that would infringe on his/her confidentiality. However, an allegation of sex and gender-based misconduct involving students or other members of the College community requires any college official to file a report with the Title IX Coordinator.

Barnard’s Response to Reported Incidents

Public Safety Officers will complete written reports of any incident that occurs on campus or other mandated areas. Reports are kept on file in the Public Safety Office and copies are distributed to the appropriate Campus departments.
Follow-up investigations are conducted, and local law enforcement agency(s) is/are notified when appropriate.

Reporting Incidents to the New York City Police Department (NYPD)

Any person reporting a crime to Barnard Public Safety will be informed of their right to file a police report with the NYPD. Victims/complainants may contact the police directly by calling 911 for emergencies or 311 for non-emergencies. Victims/complainants wishing to file a police report will be assisted by Public Safety throughout the process. Typically, if NYPD is requested directly to respond to an on campus emergency they will call Public Safety to respond with them, or they will inform Public Safety after they have responded to inform them of the incident. There is a written memorandum of understanding between the NYPD and the College for the investigation of criminal offenses.
Advisory Committee on Campus Security

BARNARD’S Advisory Committee on Campus Security is composed of students, faculty and staff. The committee reviews current campus security procedures and makes recommendations for their improvement.

Emergency Medical Services

All Public Safety Officers are certified in first aid, CPR and use of the AED and all Public Safety personnel have had basic first aid training. In the event a student, faculty, staff and/or visitor while on campus requires medical attention immediately call Public Safety at 212-854-3362 or 88 from a campus phone. Public Safety will immediately respond, provide care and call for necessary emergency medical services.

Emergency Medical Services are provided either through New York City EMS or Columbia University Emergency Medical Service (CU EMS). CU EMS is a student-operated, New York State-certified, Basic Life Support volunteer ambulance corps. They provide pre-hospital emergency medical care, free of charge, to Columbia University's Morningside Heights Campus, and the surrounding area, 24 hours a day, 7 days a week. Originally known as CAVA (Columbia Area Volunteer Ambulance), we have been serving the Columbia Community since 1968. The corps currently has approximately 40 active members and responds to over 800 emergency calls per year. http://www.cuems.org/

SECTION FOUR
MISSING STUDENT POLICY AND PROCEDURES

The term "missing student," for the purposes of this plan, shall refer to any Barnard College student, who resides in a facility owned or operated by Barnard College or Columbia University, who has not been seen by friends, or associates, for a reasonable length of time, whose whereabouts has been questioned and brought to the attention of a member of the Residence Life & Housing Staff, including resident assistants.

The College will initiate the following procedure once advised that a student is missing, with no reasonable explanation for his/her absence. Ordinarily, the procedure will be initiated after at least a 24-hour period will have elapsed after a normal or scheduled event for which the student's presence has been expected. However, the College may waive the 24-hour period if circumstances warrant.

When registering online at the start of each semester, student will be asked to identify a Missing Person Contact person, whom the College shall notify if the student is determined missing. This contact information will be confidential and will be accessible only to authorized campus officials. In addition, the contact information shall not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

In addition to the Designated Contact, parents of students who are under 18 years of age and not emancipated will also be contacted if such student is missing.
Procedure

1. All reports of missing, or suspected missing residents, are to be made to a member of the professional Residence Life & Housing staff (Director, Associate Directors, and Graduate Hall Directors).

2. The Residence Life Staff member will immediately notify the Director of Public Safety, or his/her designee, of the report. Together, the representatives from Residential Life & Housing and Public Safety shall investigate by, among other things: (i) making inquiries of roommates/suitmates, residents living on the same floor and any other known associates of the suspected missing resident; (ii) accessing and reviewing the student's academic schedule and ascertaining whether the student is attending classes; and (iii) attempting to ascertain whether the student has used his/her meal card or other College services.

3. If these efforts meet with negative results, the College will promptly (but no later than 24 hours after the initial report) contact the missing student's Designated Contact. In addition, if the missing student is under 18 years of age and not emancipated, the student's custodial parent or guardian shall also be contacted at this time. The Designated Contact and/or parent/guardian will be apprised of the situation and asked whether they have any knowledge of the missing student's whereabouts.

4. If these efforts meet with negative results, the Director of Public Safety, or his/her designee, will promptly (but no later than 24 hours after the initial report) contact the New York City Police Department who will initiate an investigation and search based on their departmental policy and procedures. The New York City Police Department will be contacted regardless of whether the missing student has named a Designated Contact (The New York City Police Department has a standard operating procedure in place to respond to missing persons. The local precinct commanders have agreed, pursuant to the attached letters, that the New York City Police Department will address such a situation promptly and in accordance with the New York City Police Department guidelines).

POLICY ON WORKPLACE VIOLENCE, THREATENING BEHAVIOR AND WEAPONS

Barnard College is committed to maintaining the safety and security of all members of the Barnard community, including faculty, staff, students, alumnae, vendors, and visitors. The College will not tolerate any act of violence or behavior that is perceived to be violent or threatening from any employee or individual hired to provide services for the College. Any act of violence or threatening behavior toward another individual(s) will result in immediate disciplinary action that may include removal from the workplace and/or termination of employment. An employee who is found to have committed violent or threatening behavior may also be required to participate in an assessment and professional counseling through the College’s Employee Assistance Program as a condition of continued employment. Failure to cooperate with a required treatment plan may also result in further disciplinary action, up to and including termination. The College also reserves the right to initiate criminal/civil prosecution, depending on the severity of the actions.
Violent or threatening behavior includes the following:

1. Physical attacks – e.g., fighting, hitting, shoving, inappropriate touching, throwing objects
2. Intimidation – e.g., angry or hostile behavior intended to frighten or control; loud and inappropriate language or physical activity
3. Bullying, aggressive language or actions with the intent of humiliating, intimidating, or demeaning another individual
4. Threat – verbal or physical intent to perform a harmful act; includes verbal or written suicidal threats
5. Stalking — harassment by electronic, physical, verbal or written communication; physically following or inducing emotional or psychological harm to another individual
6. Property damage – intentional destruction of College property or property belonging to another
7. Weapons – possession of a weapon; intent to do harm to oneself or others with a weapon.

Weapons

Barnard College prohibits the unauthorized possession or use of weapons, explosives, and dangerous materials on its premises or in conducting its business, unless specifically authorized by the department of Public Safety. Employees should report violent or threatening behavior, suspicious activities or persons, and other prohibited conduct immediately to a manager or supervisor, and/or the department of Public Safety.

Reporting Incidents of Work Place Violence

All employees of the College are required to report any incidents of violence or threatening behavior without fear of retaliation from managers or co-workers. Employees are encouraged to be as specific and detailed as possible when making a report. If in doubt, please contact the Office of Public Safety or the Office of Human Resources to make a confidential report. Employees should not attempt to intervene during an incident, nor place themselves in a possibly dangerous situation.

THREAT ASSESSMENT COMMITTEE

The Chief Operating Officer has recently created a Threat Assessment Committee, comprised of representatives from the Office of General Counsel, Office of Human Resources, Dean of the College, Office of the Provost, Campus Services & Department of Public Safety. The committee meets on a regular basis to review incidents, analyze behaviors and make recommendations regarding the safety of the workplace. Members of the committee will be responsible for communication of workplace violence protocol and policy, development and presentation of staff training, and determining appropriate responses to reports of threatening or violent behavior.
SECTION FIVE
CRIME PREVENTION AND CAMPUS SECURITY PROGRAM

The College annually distributes, in the Barnard Student Handbook and other publications, detailed descriptions of crime prevention techniques relating to personal safety and protection of property both on- and off campus. From time to time, the Department of Public Safety and other College offices issue advisories and tips. For example, each December, a special notice goes out to all employees and students with advice on how to guard against pick pocketing and burglaries at holiday time.

Barnard Public Safety, Residential Life, and Student Health Services conduct informational sessions, workshops and training programs on crime prevention, sexual assault, and drug and alcohol abuse. These begin at Orientation for entering students and continue during the school term for all students. These sessions, as well as the materials distributed by the College stress not only the role played by the College, but the fundamental responsibility of every member of the community for his or her own security and the security of others.

Photo ID Information
Every student and employee at Barnard is issued a photo ID card through Columbia University. It is recommended that students visit the CU ID Center webpage at http://www.columbia.edu/cu/id/index.html for all information regarding the various uses for their ID cards.

The ID Card serves many functions, but most importantly it serves as your official identification as a student of Barnard. If you live on Campus, your ID Card also serves as the key to the main entry of your residence hall. If you are visiting a resident student you will need your card to be granted access from the front desk. ID Cards are not exchangeable! This means that your friends and relatives cannot use the card to make purchases, take out books, or get into buildings. If someone else uses your card and is caught, the card will be confiscated immediately.

There is a $20 non-refundable fee payable by cash or credit card (Visa or MasterCard) for replacement of lost/stolen University ID cards. To replace a lost or stolen University ID card on Morningside campus, you must go to the ID Center in 204 Kent Hall during regular business hours with a valid photo ID. Any swipe access you had on your lost card will be deactivated and transferred to your replacement card. In some cases, this may take up to 24 hours to process.
Shuttle Operations / Safety Escort

Students who present college IDs may ride on a University shuttle bus that makes stops between 108th and 125th Streets. The evening shuttle service operates seven days a week from 6:00pm every evening until 4:00am the following morning and utilizes two shuttle buses traveling on different routes, in thirty minute loops across the Morningside and Manhattanville areas. Call 212-854-SAFE (7233) for schedule information or visit http://transportation.columbia.edu/intercampus.

Barnard College provides shuttle transportation by a uniformed Security Guard from 110th Street and 120th Street between Manhattan Avenue and Broadway between 9:00 p.m. and 4:00 a.m., seven days a week. Call ext. 43362 for schedule information. In addition, escort service provided by Public Safety is available between 5:00 p.m. and 7:00 a.m. between the Main Gate and off-campus residence halls, including College Residence and Cathedral Gardens on 110th Street and Plimpton Hall at Amsterdam Avenue and 121st Street. The Barnard College Escort Service is seen by students as an important security program. Call Barnard Public Safety at ext. 43362 for safety escort.

Columbia University’s Walking Escort Program on the Morningside Campus operates in the Columbia area from 8:00 p.m. to 3:00 a.m. every night when classes are in session. Trained students respond to requests for an escort between locations in the area. Call Columbia Public Safety at 212-854-SAFE.

Facilities Services

The Facilities Services Department maintains the College’s buildings and grounds with consideration for safety and security. Potential safety and security hazards, such as broken windows and locks discovered during security patrols are reported to Facilities for prompt repair. The Facilities Services Department is located in Barnard Hall, is open from 8:00 a.m. to 5:00 p.m. during weekdays, and may be reached by calling ext. 42041. At night, on weekends and during holidays, building and grounds reports may be made to the Public Safety Dispatcher at ext. 43362 who will then contact appropriate facilities personnel.

Valuable Property

During the course of an academic year, Barnard Public Safety recovers many items of personal property. Much of this property cannot be returned, as the rightful owner cannot be identified. Barnard Public Safety recommends that members of the campus community record the serial numbers of all valuable equipment, computers, stereos, televisions, etc. and file them away for safekeeping. Should a member elect to engrave his/her valuables, DO NOT use a Social Security number. Instead use information that will have meaning to the member alone, including family birth dates, mother's maiden name, etc. An engraver is available at the Public Safety Office in room 104 Barnard Hall. In addition, Barnard Public Safety participates in the property identification “black light” program. A Supervisor in Public Safety will mark a student’s property with ink only visible with a black light. Information used to identify the item including a serial number assigned by Public Safety is provided to the 026 NYPD Precinct to assist in the identification of recovered stolen property. Students are encouraged to participate in this program and register valuable property.
CAMPUS BUILDINGS

Academic and administrative buildings on campus are normally locked after 10:00 PM, unless they are being used for legitimate evening or educational purposes. Alarms are set and interior and exterior building patrols are performed throughout the hours of darkness. The Campus computerized intrusion and fire alarms are monitored 24 hours a day by a Public Safety Dispatcher.

RESIDENTIAL FACILITIES AND POLICIES

Barnard College houses approximately 2,300 students in various accommodations. Services and programs intended to enhance the quality of life and to ensure the security and safety of the resident students are major priorities for the Residential Life and Department of Public Safety administrators. Each residence hall facility includes a security checkpoint, which is staffed 24 hours each day. Guests and visitors are required to show valid identification when entering a building. http://barnard.edu/reslife

POLICIES AND PROCEDURES FOR SAFE ACCESS TO RESIDENCE HALLS

The entrances to all Residence Halls are staffed by Access Attendants assigned to Barnard Public Safety. Access and Egress is monitored at this check point and all students are required to display their Barnard or Columbia ID card to gain entry. Visitors and guests must provide valid identification and sign in with the Access Attendant prior to entry. A resident student must meet their visitor/guest at the desk and escort their guest inside the premises. The policy regarding guest access to Residence Halls may be viewed on the Residential Life webpage http://barnard.edu/reslife/policies/guests.

Barnard Public Safety works closely with the Residential Life staff to ensure that safety and welfare policies are being satisfactorily implemented in and about residence halls and that fire regulations are being followed. Hallways and public areas are patrolled with attention focused on potential security issues. Violations of housing regulations are noted and reported to the Residential Life staff for their action. Interpersonal conflicts and disturbances are forwarded by Public Safety to the Residential Life staff for follow-up action when necessary. Public Safety Officers are available to conduct informational safety presentations upon request.

ALCOHOL AND DRUGS

Barnard College is committed to creating an environment for its students, faculty, and staff that strongly discourages the abuse or misuse of alcohol and other drugs. The College prohibits the unlawful possession, use, or distribution of illicit drugs and the unlawful possession, use, or distribution of alcohol by any student who is not 21 years of age or older. All responsible students will be subject to disciplinary action.
Drugs
Students who are prescribed medications are the only individuals permitted to use them. Any paraphernalia designed or used to ingest illegal drugs, including (but not limited to) bongs, roach clips, hookahs, or pipes are not permitted in the residence halls. If found these items will be confiscated and not returned to the student.

Alcohol
Students are only allowed to purchase, possess, consume and serve alcoholic beverages in accordance with New York State laws (21 years of age or older) and the guidelines set forth in the Barnard College Alcohol, Drug and Smoking Policy. Public intoxication is a violation of residence hall policy. Alcohol and open containers thereof are not permitted in public spaces and lounges in residence halls except as outlined in the College's alcohol policy. Common source beverage containers (e.g. kegs, beer balls, punch bowls) and/or excessive amounts are not permitted in residence halls, nor are any empty alcohol containers. If found these items will be confiscated and not returned to the student.

http://barnard.edu/reslife/policies/community#AlcoholAndDrugPolicy

All students will be subject to referral for disciplinary action if their use of alcohol becomes a danger to themselves or others or if problems such as disorder, public disturbances or property damage arise. Violation of the Campus alcohol and drug policy may result in disciplinary action, up to and including expulsion and/or criminal charges.

Barnard Health Services provides an Alcohol and Substance Awareness Program which serves the Barnard Community providing drug and alcohol education, prevention, and intervention efforts on campus. For more information visit their webpage http://barnard.edu/asap/about

SECTION SIX
Campus Security Authorities

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (the "Clery Act"), as amended, requires Public Safety as a “Campus Security Authority” to report the number of occurrences on the Barnard campus of specified offenses for the three prior years. These statistics are compiled by the Department of Public Safety in cooperation with the Office of the General Counsel, the Office of Residential Life and Housing, the Office of the Dean of Studies and Dean of the College, the Associate Dean of Equity and local law enforcement agencies. Other members of the community considered as “Campus Security Authorities” for the purpose of reporting include “An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”
Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as such are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. The rulemaking committee defines counselors as:

**Pastoral Counselor:**
An employee of an institution who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

**Professional Counselor:**
An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

When reviewing the statistics required by the Clery Act, please keep in mind that certain crimes, particularly sexual assaults, are under-reported, whether they occur on-campus or elsewhere. There is no college campus, neighborhood, village, town or city that can afford not to confront the issue of rape and sexual assault. At Barnard, all students are encouraged to promptly report instances of sexual assault, and to participate in the various programs and activities concerning personal safety, sexual assault prevention and rape crisis intervention described in this report and in other campus publications.

In accordance with the provisions of the Jeanne Clery Act, the Barnard College annual security report includes statistics of reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the Barnard; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security issues, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other relevant matters. The following crime categories must be reported: Murder/Non-negligent and Negligent Manslaughter, Sex Offenses: Forcible; Non-forcible, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Arrests for Drugs, Alcohol and weapons. In addition, violation of drug, alcohol and weapons laws referred to the College for disciplinary action are also subject to this report.

A complete list of crimes and definitions are found in Appendix B
Bias Related / Hate Crimes
Barnard College is a community comprised of students, faculty, administration and staff from diverse backgrounds. To benefit from this diversity Barnard College is committed to ensuring sensitivity to members of its community and respect for the cultures that nurture them. Barnard College has therefore established policies and procedures to protect the entire Barnard College community from the effects of "Bias Related Crimes."

What is a Bias Related Crime?
The New York Police Department Guidelines identify a "Bias Related Crime" or "Hate Crime" is any offense or unlawful act that is motivated in whole or in part by a person's, a group's or a place's identification with a certain race, religion, ethnicity, sexual orientation, disability, gender or age. Hate Crimes are defined in Article 485.05 of the New York State Penal Law.

Hate Crimes have been recognized as a genuine threat to our society and a growing problem on college campuses. According to the U.S. Department of Justice, Community Relations Service ("CRS") report of June 1, 2000, a combination of factors, including, but not limited to, the following: (i) the growing of diversity among college students; (ii) the reality of college as the "first occasion [for students] to have extensive contact with individuals who differ from them in socially significant ways"; and (iii) the particular stress, anxiety and competitiveness associated with college, have contributed to the rise of Hate Crimes on campuses.

To combat this growing threat a number of laws have been passed to help prevent the occurrence of Hate Crimes. These laws include the following federal legislation: (i) Hate Crimes Prevention Act of 1999; (ii) Church Arson Prevention Act of 1996; (iii) Hate Crimes Sentencing Enhancement Act; and (iv) Hate Crimes Statistical Act of 1990, as well as the New York State Hate Crimes Act of 2000 (Penal Law Article 485).

What If I Am the Victim of a Bias Related Crime?
In order to effectively handle incidents of Bias Related Crimes and prevent future occurrences of such crimes, victims or witnesses of a Hate Crime are encouraged to immediately report the incident to the Public Safety Department by calling x88 or at 212-854-3362 or by going to the Public Safety Office at 104 Barnard Hall so that the matter may be thoroughly investigated. There are numerous resources available to victims of Hate Crimes. Counseling and referral services are offered by the Rosemary Furman Counseling Center (x42092), located on the first floor of Hewitt Hall. Other services are available and listed in the Barnard Student Handbook, as well as other Barnard and Columbia publications.

What are the Penalties for Committing a Bias Related Crime?
Penalties for the commission of a Hate Crime can range from fines to extended prison sentences based on the specifics of the crime. In addition, students guilty of committing a Hate Crime may be subject to sanctions including, but not limited to, suspension or expulsion from the College.
SECTION SEVEN - CRIME STATISTICS

Crime statistics for Barnard College for the last three years are filed annually with the United States Department of Education and are available for review. In addition, the Advisory Committee on Campus Security will provide upon request all campus crime statistics as reported to the United States Department of Education. Requests can be made by contacting the Director of Public Safety at 212-854-3362.

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*2011- Attempted Forcible Sex Offense. Offender known to victim/complainant.*

**2013- Drug Arrests-All Possession of Marijuana, non-students on public property.**

Hate Crimes 3 None of the crimes listed above were bias motivated.

(1) Crimes reported in this Residential Facilities column are included in the On-Campus Category.

(2) Includes 116th Street from Broadway to Claremont Avenue, Claremont from 116th Street to 120th Street, 120th Street from Broadway to Claremont, sidewalks on 121st Street on Amsterdam near Plimpton Hall, and sidewalks on Manhattan Avenue between 110th Street and 109th Street near Cathedral Garden. Statistics do not include crimes reported on the Columbia University Campus.

(3) The Higher Education Opportunity Act of 2008 requires universities to report incidents of larceny, intimidation, simple assault, and vandalism, if those crimes were determined to be bias motivated. No incidents determined to be bias motivated were reported in 2011 and 2012.

**Violence Against Women Reauthorization Act of 2013 (VAWA)**

In March of this year the Clery Act was amended as a result of provisions in the Violence Against Women Reauthorization Act of 2013. Specifically this act required Universities and Colleges to “compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents” in the Annual Security Report. Although filing these statistics with the Department of Education will not be expected until next year, we are to make a good faith effort to include this information in our 2013 report. As such these categories have been included in this and the definitions and policies have been provided the Title IX section of this report.

<table>
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<tr>
<th>Offense</th>
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<th>(1) On Campus Property</th>
<th>Residential Facilities</th>
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There were no hate crimes reported for 2013.

Barnard College does not discriminate on the basis of sex in its employment practices or educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Barnard College issues this statement of policy to inform the community of our comprehensive efforts addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a College official. In this context, Barnard College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the Barnard community.

For a complete copy of Barnard’s policy and procedures governing sexual misconduct, visit barnard.edu/doc/titleix, barnard.edu/doc/titleix/procedures, and visit http://sexualrespect.columbia.edu/gender-based-misconduct-policy-students to view the sexual misconduct policy of Columbia University.

Definitions
There are numerous terms used by Barnard College in our policy and procedures and a comprehensive list of definitions can be found in the policy and procedures linked above. It is important to note that criminal definitions within the jurisdiction may differ from our policy definitions. Per the specifications of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013, the definitions provided here explain the Clery designated definitions as well as represent criminal definitions within the jurisdiction of New York. The New York City Alliance Against Sexual Assault further explains statute 130 on their website at: http://www.svfreenyc.org/survivors_legal.html.

Consent: Under New York State Penal Law, Article 130.05, lack of consent results from forcible compulsion and incapacity to consent due to mental disability, mental incapacity, physical helplessness or being less than 17 years old. Rape 3 and Criminal Sexual Act 3 have recently been modified with a "no means no" clause. In cases of intercourse only, if the victim expressed that he or she did not consent to the sex act in such a way that a reasonable person would have understood those words or acts as expressing lack of consent, this would be prosecutable as Rape in the third degree or Criminal Sexual Act in the third degree.
Sexual Assault: means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is defined as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is defined as non-forcible sexual intercourse with a person who is under the statutory age of consent.

Under New York State Penal Law, rape is always a felony. A person is guilty of rape when a person engages in sexual intercourse with another person without that person’s consent. Rape may be committed in seven (7) ways:

1. Forcible compulsion
2. Mentally Defective
3. Mentally Incapacitated
4. Person 21 years of age or older, engages in sexual intercourse with another person who is less than seventeen (17) years of age (16, 15, or 14).
5. Person, age 18 years of age or older, engages in sexual intercourse with another person who is less than 14 years old (13, 12, or 11).
6. The victim is physically helpless.
7. A male engages in intercourse with a female who is less than 11 years old (10 or less.)

SODOMY
Sodomy is always a felony. A person is guilty of sodomy when that person engages in deviant sexual intercourse with another person, without that person’s consent. Sodomy may be committed in seven (7) ways as described above, under rape.

SEXUAL MISCONDUCT
Sexual misconduct is always a misdemeanor. A person is guilty of sexual misconduct when:
• He or she engages in sexual intercourse with another person without such person’s consent; or
• He or she engages in deviant sexual intercourse with another person without such person’s consent; or
• He or she engages in sexual conduct with an animal or a dead human body.
**Domestic Violence:** The term “domestic violence” means 1) Felony or misdemeanor crimes of violence committed (i) by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; (iv) by a person similarly situated to a spouse of the victim or family violence laws of the jurisdiction in which the crime of violence occurred; or (v) by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

2) For the purposes of complying with the Clery reporting requirements, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**New York’s Domestic Violence Law:**
Requires that when the police are called, they must investigate even if the victim did not request their services.

There is a mandatory arrest law in New York State when the police have probable cause to believe that a CRIME has been committed. The police MUST arrest the offender if the victim and the offender are members of the same family/household or intimate partners and:
  - a felony was committed, or
  - an Order of Protection was violated, or
  - a family offense misdemeanor was committed (unless the victim requests otherwise).
  - Violation committed in the Officer’s Presence (unless the victim requests otherwise)

The law further:
  - enables victims to bring their cases to family and criminal courts concurrently, instead of forcing victims to choose between them.
  - requires violators face felony charges when harassing or threatening a victim during an order of protection violation.
  - maintains a statewide *Orders of Protection Registry* to aid police and courts when taking action.
  - allows courts to give orders of protection, even when the offender does not reside in New York state, thus giving victims who live or work in New York protection.
  - requires police to determine the primary physical aggressor, so that victims of domestic violence are not inappropriately arrested along with their abusers when more than one person alleges violence.
  - ensures safety for victims of domestic violence by promoting more rigorous interstate enforcement of orders of protection.
Dating Violence: The term “dating violence” means violence committed by a person 1) who is or has been in a social relationship of a romantic or intimate nature with the victim and 2) the existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. 3) For the purposes of this definition (i) dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse; (ii) dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the Clery reporting requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Reporting.

Under New York State Penal Law

Persons who commit criminal acts associated with dating violence are subject to arrest. Such crimes include, but are not limited to “Offenses against the person involving physical injury, sexual conduct, restraint and intimidation, as listed in Article 120, title H.

Stalking: means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress.

For the purposes of this definition (i) course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, Device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property. (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment of counseling. (iii) Reasonable persons may mean a reasonable person under similar circumstances and with similar identities to the victim.

For the purposes of complying with the Clery reporting requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Under New York State Penal Law, a person is guilty of stalking when he or she intentionally, and for no legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct:

- Is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or
- Causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or
• Is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

Effective October 21, 2014, "following" shall include the unauthorized tracking of such person's movements or location through the use of a global positioning system or other device. There are varying aggravating factors that may raise the level for a charge of Stalking (P.L. 120.45-120.60)

**Education and Prevention Programs**

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Utilize an ecological approach to prevention, considering environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees, as well as ongoing awareness and prevention campaigns for students and employees to:

(a) Identify domestic violence, dating violence, sexual assault and stalking as prohibited conduct;

(b) Define these behaviors using definitions provided by College policy (informed by Department of Education guidance) as well as providing access to state law definitions regarding what behavior constitutes criminal acts of domestic violence, dating violence, sexual assault, and stalking;

(c) Define what behavior and actions constitute consent to sexual activity as defined in College policy as well as consent law in the State of New York;

(d) Provide a description of safe and positive options for bystander intervention. Bystander intervention means safe and pro-social options that may be carried out by an individual or individuals to prevent harm or intervene when there is risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional and community expectations to identify this behavior as problematic, seeing personal responsibility and overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene – either directly or indirectly;

(e) Provide information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
(f) Provide an overview of rights and responsibilities including available options on and off campus for reporting to campus authorities and/or to law enforcement (as well as the right to decline to report to law enforcement); assistance (such as medical, mental health, and advocacy); and disciplinary procedures and related rights. (This information is also included in this Annual Security Report in compliance with the Clery Act).

The College implements annual educational efforts consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation; as well as ongoing prevention and awareness efforts.

The College offered **primary prevention and awareness programs for all incoming students** in January 2013 New Student Orientation and August 2013 New Student Orientation. Information was presented during required sessions attended by all incoming students. Residential Life and Housing materials also include reference to the Policy Against Discrimination and Harassment and remind students of where to find information regarding policy and procedures.

The College offered the following **primary prevention and awareness programs for all new employees** in 2013 through on-board meeting with Human Resources. A web-based module regarding sexual harassment is also to be completed by all new employees.

The College offered **ongoing awareness and prevention programs for students** in 2013. In January 2013, 52 Resident Assistants (Residential Life student staff) received training on recognizing behaviors including sexual assault, dating/domestic violence, and stalking as well as information about how to refer to confidential and non-confidential (reporting options). Well Woman Peer Educators and Rape Crisis/Anti-Violence Support peer educators hosted the Title IX Coordinator during their trainings. Student groups can invite peer educators from Well Woman or the Rape Crisis/Anti-Violence Support center or staff from Title IX, Furman Counseling or Primary Care Health Services to present to groups (e.g. the Barnard Organization of Soul Sisters hosted a discussion in March 2013). Study Abroad pre-orientation for students, held twice a year, includes presentation of recognizing behaviors and available support. Summer programs of the Pre-College program and Academic Success and Enrichment Program included the Title IX Coordinator in training of students and student staff. The Student Government Association (SGA) hosted a town hall meeting to discuss the 2013 Campus Climate Survey results. Programming and poster campaigns were available on campus during stalking awareness month (January 2013) and sexual assault awareness month (April 2013).

The College offered **ongoing awareness and prevention programs for employees** in 2013. Department visits by the Title IX Coordinator included presentation to staff in the following areas Primary Care Health Services, Furman Counseling Services, Printing & Mail Services, Pre-College Program faculty, Student Life Staff, Office of International Programs (global symposium pre-travel), Human Resources generalists, faculty staff meeting and faculty department chairs meeting, facilities staff.
Procedures for Reporting a Complaint

The College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, and other services on and or off campus, as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available.

Filing a Report: Anyone who believes they have been subjected to gender-based or sexual discrimination or harassment (“sex and gender-based misconduct”) is encouraged to report these incidents. If you believe you have experienced domestic violence, dating violence, sexual assault, or stalking, you are encouraged to report the incident promptly to the Associate Dean for Equity/Title IX Coordinator, by calling or visiting the office to report in person (105 Milbank Hall, 212 854 0037); reports can be filed electronically by visiting www.barnard.edu/doc/titleix for the ‘report an incident’ link on the right of the screen; or by visiting or calling Public Safety (Barnard Hall, 212-854-3362), if desired. The College will provide resources, both on and off campus, to those who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. This information is available at barnard.edu/doc/titleix and available in writing to those who file a report. In addition, the College can assist with coordinating a no-contact directive between members of the Barnard community or aid an individual in identifying their options to seek a civil order (Advocates (on or off campus) and staff at the Manhattan Family Justice Center provide this information, see contact information listed under resources).

Individuals reporting criminal acts of sexual or gender-based misconduct may also choose to file a report with the New York City Police Department. The College system and police/legal system work independently of one another. Individuals can file reports with the College or with NYPD, or with both. Individuals also have the right to decline making a report. Because the standards for finding a violation of criminal law are different from the standards in the College’s policy, criminal investigations or reports are not determinative of whether or not gender-based misconduct, under this policy, has occurred.

As time passes, evidence may dissipate, become lost or unavailable, making investigation, possible prosecution, disciplinary proceedings, or obtaining protective orders more difficult. If a victim/survivor chooses not to make a complaint regarding an incident, he or she should nevertheless consider speaking with an Advocate (on or off campus) to explore options to preserve evidence for a potential complaint made in the future. Students involved in a gender-based misconduct matter may request academic, residential, or work accommodations. Such support and reasonable accommodation is available to a victim/survivor regardless of whether a law enforcement report is filed.
The grievance procedures below are specifically for the adjudication of complaints of sex and gender-based misconduct when such complaints involve Barnard College students, faculty, staff, administrators, and/or third parties. Inquiries regarding Title IX can be referred to the Title IX Coordinator or to the Office for Civil Rights at the U.S. Department of Education.

**Advisors:** The complainant and respondent, respectively, may be accompanied to any meeting or hearing related to an incident of misconduct by an advisor of their choice. Advisors may support the student and provide advice to the student about the investigation and disciplinary process. During meetings and hearings, the advisor may talk quietly with the student or pass notes in a non-disruptive manner. The advisor may not intervene in a meeting or hearing panel and may not question witnesses or make objections. The advisor cannot be otherwise involved in the incident or related investigation (e.g., a witness).

**The use of alcohol and other drugs:** The use of alcohol and other drugs can have unintended consequences. Alcohol and other drugs can lower inhibitions and create an atmosphere of confusion over whether consent is freely and affirmatively given. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of alcohol and other drugs on another person’s ability to give consent. Providing alcohol or other substances to another person without their knowledge or for the purpose of incapacitation to coerce sexual activity is a violation of the policy. The personal use of alcohol and other drugs never makes someone at fault for being sexually assaulted.

The College’s primary concern is the safety of its community members and guests. Sometimes students, in particular, are reluctant to report instances of sexual assault because they fear being charged with policy violations, such as underage alcohol consumption. To encourage reporting, any other policy violations will be reviewed, separately from a sexual assault allegation, and based upon severity of infraction, whenever possible, and if necessary, the College will respond educationally rather than as a disciplinary matter.

The College does not limit the timeframe for filing a report of sex and gender-based misconduct. Reports can be submitted anytime following an incident, although the College’s ability to take any action may be negatively affected by the length of time between the alleged incident and the report. The current relationship to the alleged perpetrator may also limit the available range of disciplinary action (e.g., if an individual is no longer enrolled as a student or employed by the College).

**Important Note About Confidentiality:** Any College official (e.g., faculty member, residential life staff member, dean, etc.) informed of an allegation of sex and gender-based misconduct involving students or other members of the College community is required to file a report with the Title IX Coordinator. Certain College officers who are serving in a privileged professional capacity (e.g., counselors, clergy, rape crisis advocates, medical service providers) are not bound by this expectation, except as required by law. Students should be advised that the Title IX Coordinator is obligated to act on any report of alleged sex and gender-based misconduct, to ensure that measures are taken to stop adverse behavior and prevent its recurrence, as appropriate. It is important to note,
however, that not every report leads to a disciplinary process. Each report is viewed individually.

When a report of sex and gender-based misconduct is investigated, the Complainant, the Respondent and all identified witnesses who are interviewed in the investigation, will be notified of the College’s expectation of confidentiality/privacy. The College will make all reasonable efforts to maintain the confidentiality/privacy of the parties involved in sex and gender-based misconduct investigations. Breaches of confidentiality/privacy will be reviewed and may be considered a violation of the Policy and may result in additional disciplinary action. Any action that could be deemed retaliatory will be dealt with according to this procedure. When accommodations or protective measures are provided, the College will share only those details necessary with those who need to know in order to implement the accommodations or protective measures.

Finally, for criminal matters that are to be reported for the purposes of the Clery Act, identifiable information as defined in U.S.C. 13925(a)(20) will be protected. Such reports do not include the name or details of identity of the victim/survivor, reporting party, and/or witness.

**Complaints of sex or gender-based misconduct against a student (including Columbia University students):** Reports of alleged gender-based misconduct by students should be filed with the College’s Associate Dean for Equity/Title IX Coordinator (reachable at 212 854 0037 or at 105 Milbank Hall) or online at barnard.edu/doc/TitleIX. Additionally, complaints against Columbia University students should be filed with Columbia’s Title IX Coordinator, Columbia University Gender-Based Misconduct Office (reachable at 212 854 1717) or online at Columbia.edu/cu/dpsa.

**Reports of sex and gender-based misconduct by a Barnard College faculty member, staff member or administrator:** Reports may be filed with Barnard’s Associate Dean for Equity/Title IX Coordinator or may be reported to Human Resources (Altschul 101). Reports of sex and gender-based misconduct by a visitor or vendor to campus, or when the identity of the alleged perpetrator is unknown, should be filed with Barnard’s Associate Dean for Equity/Title IX Coordinator, at 212 854 0037 or at 105 Milbank Hall.

**Reports Involving a Columbia University Faculty Member, Staff Member or Administrator:** Reports of sex and gender-based misconduct by a Columbia University (non-Barnard) faculty member, staff member or administrator should be filed with Columbia Title IX Coordinator, Columbia University Office of Equal Opportunity and Affirmative Action, 103 Low Memorial Library, 212 854 5511.

**Jurisdiction:** The College is able to respond formally to alleged incidents of sex and gender-based misconduct:

- that occurred on campus;
- that were part of the official College programs (regardless of location), or
- where the Complainant and Respondent are students, members of the faculty, staff or administration of Barnard College.
If the alleged respondent is unknown or is not a member of the College (or University) community, The Title IX Coordinator (or designee) will assist individuals in identifying appropriate campus resources or local law enforcement authorities if the individual would like to file a report in the appropriate jurisdiction. In addition, the College may take other actions to protect the individual and the campus community.

**Third-Party Reports:** In cases where the sex and gender-based misconduct is reported to the Title IX Coordinator by a third party, the Complainant will be notified that a report has been received. The Title IX Coordinator will meet with the Complainant to discuss his/her options and describe available resources at the College and in the community.

**Retaliation:** Any attempt by a member of the Barnard College community to penalize, intimidate, or retaliate in any way against a person who makes a report of or who is otherwise involved in an investigation of discrimination or harassment is completely prohibited. Any person who believes that she or he has been the victim of retaliation for reporting discrimination or harassment or for cooperating with an investigation should immediately contact the Title IX Coordinator. Any person who retaliates against a person in response to a report or for cooperating with an investigation will be in violation of policy and will be subject to the appropriate discipline process.

**Interim Measures:** During the investigation and until the resolution of the matter, interim measures may be issued, including but not limited to: restrictions on contact between the Complainant and the Respondent, bans from areas on campus, and/or appropriate changes in academic, campus housing, transportation, or employment schedule. Failure to adhere to the parameters of any interim measures is a violation of policy and may lead to additional disciplinary action.

**Mediation:** Mediation is not an option for resolution in cases involving allegations of sexual assault. In cases involving other forms of alleged sex and gender-based misconduct, the Title IX Coordinator (or designated contact in collaboration with the Title IX Coordinator) will determine whether mediation is an appropriate mechanism of resolution based on information provided about the incident.

In cases where mediation is deemed to be an option, parties wishing to pursue this form of resolution will confirm such request in writing addressed to the appropriate adjudicator. The parties should not contact each other to discuss mediation. Mediation will be pursued only with the consent of both parties. If the mediation results in a resolution, the formal disciplinary procedure will be concluded and the case will be closed. If the parties are unable to reach a resolution in a timely manner, or if either party requests to terminate mediation, the investigation and disciplinary process will proceed. It is anticipated that mediation efforts can be completed within forty-five (45) days, unless both parties agree to an extension of time and such extension is approved by the Title IX Coordinator.
**Informal Resolution:** In instances where it is deemed possible and safe, the College may choose to resolve reports through informal means. If it is determined that an informal resolution may be appropriate, the Title IX Coordinator will speak to the Complainant about this option. If the Complainant agrees, the Title IX Coordinator (or designee) will speak to the Respondent. If a satisfactory resolution is reached through this informal conversation, the matter will be considered closed. If these efforts are unsuccessful, or if either party chooses to end the informal resolution process, a formal investigation process may commence. It is anticipated that informal resolution efforts can be completed within forty-five (45) days, unless the Complainant and Title IX Coordinator agree to an extension of this timeframe.

**Investigation:** Reports of alleged sex and gender-based misconduct will be investigated and resolved in a thorough, fair, impartial, and prompt fashion. The investigation and resolution process will be conducted by individuals who receive annual training on issues related to domestic violence, dating violence, sexual assault, stalking, and sexual misconduct. Annual training also is provided on how to conduct an investigation and adjudicatory procedures that protect the safety of victims and ensure accountability.

Following the receipt of a report, information will be reviewed by the Title IX Coordinator to determine if there may be a reason to believe that a policy may have been violated, or if further information is necessary to determine formal investigation must commence. If investigation is to commence, the Respondent will be notified that a report has been filed and she or he will have the opportunity to submit a written response statement within five (5) business days, whenever possible. Both the Complainant and the Respondent will be given the opportunity to meet separately with the Title IX Coordinator (or designee) to review the policy and procedure.

The Title IX Coordinator (or designated, trained investigator(s)) will interview the Complainant, Respondent, and as applicable, any witnesses. The Complainant and Respondent may each have a “support person” present at all interviews in which they participate. The Investigator will also gather any pertinent evidentiary materials (this may include, but is not limited to, emails, written documents or photographs). During the investigation process, both the Complainant and the Respondent will have the opportunity to provide the investigator with evidence and/or specify witness information. The Investigator will then prepare a report detailing the relevant content of the interviews and the documentation materials gathered. It should be noted, the complainant’s sexual history with anyone other than the respondent generally will not be considered for inclusion in an investigation report.

Directly following the conclusion of the investigation, a determination of whether or not to proceed to the next step will be made by the Title IX Coordinator. This determination will be based on whether reasonable cause exists to believe that a policy violation may have occurred. The next step, the Adjudication process, is described below. If reasonable cause to proceed does not exist, the report will not be forwarded to the Adjudicator. However, the College will institute other forms of remedial, community–based efforts such as educational initiatives and/or trainings, as
appropriate. Such outcome will be communicated in writing to both the complainant and respondent.

**Administrative Resolution:** If sufficient information exists to proceed to the next step, the Respondent and Complainant will each individually have the opportunity to review the investigative report and the documentation materials from the investigation in the presence of the Title IX Coordinator (or deputy coordinator).

Following this review, the Respondent will be given the opportunity to respond to the alleged violation of policy in the following ways: 1) No response; 2) Not Responsible; or 3) Responsible.

If the Respondent accepts responsibility, the appropriate Adjudicator will be notified. Based on the information provided by the investigative materials, the Adjudicator (or designee) will determine the appropriate sanctions. The Complainant and Respondent will be made aware of the decision and sanctioning decision. The sanctioning outcome will be communicated in writing to both parties within five (5) business days of receipt of the investigative report, whenever possible. The reason for any delay will be communicated to both parties. The Respondent and Complainant will then have the opportunity to appeal the Adjudicator’s (or designee’s) sanctioning decision. The acceptance of responsibility, however, is not appealable.

If the Respondent declines responsibility or chooses not to respond, the case will be forwarded to the appropriate Adjudicator for review and adjudication.

**Adjudication Process:** The Adjudicator will review the materials within five (5) business days of delivery. If the Adjudicator requires clarification on any of the materials, the Investigator and/or Title IX Coordinator will assist the Adjudicator in obtaining such clarification. Though it is typically not necessary, the Adjudicator may consult with the Title IX Coordinator to request to meet with the Respondent, Complainant and/or any of the witnesses (separately) in order to clarify information in the investigative materials. However, if the Adjudicator requests to meet with either the Complainant or the Respondent, the other party will also be given an opportunity to meet with the Adjudicator.

**Adjudicator Findings:** The Adjudicator will decide, based on a preponderance of the evidence, whether there has been a violation of any sex and gender-based misconduct policies upon a complete review of the investigative report and materials. Preponderance of evidence means that the adjudicator is convinced, based on the information provided, that a violation of policy was more likely to have occurred than not have occurred. The Adjudicator will render a decision within fifteen (15) business days following the delivery of the investigative materials.

If the Adjudicator determines that a violation has occurred, the Adjudicator will then determine the appropriate sanctions. Consideration may be given to the nature of and the circumstances surrounding the violation, prior disciplinary violations, precedent cases, College safety concerns and any other information deemed relevant by the Adjudicator. The Adjudicator will render a sanctioning decision within five (5) business days of the date the decision is rendered. Both
Complainant and Respondent will be notified in writing of the outcome and sanctions (if applicable) and/or remedies.

Range of Sanctions: Faculty, staff or administrators who are found in violation of any sexual or gender-based misconduct policy are subject to disciplinary action, up to and including discharge. Students are subject to disciplinary action, up to and including suspension or expulsion. In any case, educational programming or alcohol/substance assessment may be required. Sanctions may include reassignment of work duties or location; reassignment of class meetings; reassignment of or removal from living accommodations; restrictions on contact with Complainant; access restrictions to College property and/or events, disciplinary probation, suspension or expulsion. Guests and other persons who are alleged to have engaged in sex or gender-based misconduct are subject to corrective action, which may include removal from campus, ban from campus, and/or termination of contractual arrangements. Vendors or other agencies in contract with the College will be promptly notified if any of their employees are alleged to have violated policy, and such employees may also be banned from any or all College properties and may also be subject to action deemed appropriate by their respective employer. Restrictions regarding access to College property or events may also be imposed.

Accommodations/Protective Measures: A complainant may also request accommodations, similar to interim measures described above, to support academic progress, ensure a student’s safety and access to educational programs and activities. Such remedies may be offered to the complainant as part of the resolution. Any requests will be considered by or in consultation with the Title IX Coordinator considering each case individually to determine appropriate and reasonable accommodation.

The Appeals Process: The Respondent and Complainant may request an appeal of the decision and sanctions rendered by the Adjudicator. The three grounds upon which an appeal of the decision may be made are:

1. The party believes a procedural error occurred, which the party feels may change or affect the outcome of the decision;
2. The party has substantive new evidence that was not available to the investigator at the time of the hearing and that may change the outcome of the decision;
3. The party feels that the severity of the sanction is inappropriate given the details of the case.

Disagreement with the finding or sanctions is not, by itself, grounds for appeal.

The request for an appeal, including the grounds upon which the request is based, should be submitted in writing to the appropriate Appeals Officer (as identified in the outcome letter) within five (5) business days following the date on the outcome letter. Each party will be notified if an appeal request will be considered and will be provided an opportunity to respond.
However, in situations where the Respondent is a tenure/tenure track faculty member who has been sanctioned with either suspension or dismissal, the Respondent has the option to appeal the severity of the sanction to the Committee on Grievance in accordance with the Code of Academic Freedom and Tenure. In such instances, the Complainant will also have the ability to respond to such appeal request.

The appropriate Appeals Officer (or Committee) can determine whether a change in the Adjudicator’s decision is warranted. Any appeals process will be conducted in an impartial manner by an impartial decision maker. If a change in this decision is necessary, the Appeals Officer will review the appeal and Adjudicator’s rationale and make a final decision. The appeals decision is final.

Appeals will not be reviewed or considered beyond the Appeals Officer (or designee). Appeals decisions will be rendered within ten (10) business days after the receipt of the formal appeal request. Both the Complainant and Respondent will be notified of the appeal outcome.

**Outcome Notification:** Every effort will be made to ensure that both the Complainant and Respondent are updated at several points during the investigation and process. Both the Complainant and Respondent will be notified, simultaneously and in writing, at the following times:

**Commencement and conclusion of mediation**

- Upon approval of request for mediation and upon resolution (or termination) of such mediation- both parties will provided written notification.

**Commencement and conclusion of informal resolution**

- Upon completion or termination of an Informal Resolution process, both parties will be provided written notification.

**Conclusion of the investigation**

- After the conclusion of the investigation both parties will be provided the opportunity to review the investigative materials in the presence of the Title IX Coordinator (or designee).

**Administrative Resolution**

- The Respondent Accepts responsibility for being “in violation.”
- The sanctions determined by the Adjudicator (or designee) after the Respondent accepts responsibility.

**Adjudication**

- The Adjudicator’s findings of “in violation” or “not in violation.”
- If the finding is “in violation” the sanctions determined by the Adjudicator (or designee).
Appeals Process

- If an appeal has been filed by either party at any point in the outcome phase.
- The final resolution of the appeals process, if applicable.

**Time Frames:** If the time frames provided in this procedure cannot be met, the appropriate officer will notify the Complainant and Respondent in writing of the delay and will provide a date by which the appropriate undertaking will be completed.

**Relevant Government Resources:** Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator(s) and to OCR. The below government agencies may provide additional resources for anyone wishing to file a complaint of gender-based-misconduct:

**U.S. Department of Education, Office for Civil Rights**
New York- Region II
32 Old Slip, 26th floor
New York, NY 10005
(212) 428 3800; OCR.NewYork@ed.gov

**U.S. Department of Justice, Office on Violence Against Women**
http://www.justice.gov/ovw

**Complainant and Respondent Rights**
Complainants and Respondents are afforded the following rights in this process:
- To be treated with respect, dignity and sensitivity throughout the process.
- To seek support services at the College or referrals for support services off campus.
- To the presence of an advisor throughout the process.
- To privacy and protection under the Family Education Rights and Privacy Act (FERPA), as applicable. The College will make all reasonable efforts to ensure preservation of privacy, restricting information to those with a legitimate need to know.
- To be informed of the College’s Policies and Procedures related to Gender-Based Misconduct.
- To a prompt and thorough investigation of the allegations.
- To review all applicable documents prior to the review by the Adjudicator.
- To challenge the Adjudicator if a conflict of interest is present.
- To participate or decline to participate in the disciplinary procedure. However, the Adjudicator will determine an outcome with the information available.
- To discuss alternatives to the procedure, where alternatives may be reasonable and acceptable to involved parties.
- To refrain from making self-incriminating statements. However, the Adjudicator will determine a resolution with the information available.
• To appeal the decision made by the Adjudicator and sanctions determined by the Adjudicator (or designee).
• To be notified, in writing, of the case resolution, including the outcome of any appeal.
• To report the incident to law enforcement if she/he wishes to do so.
• To understand that information collected in this process may be subpoenaed in criminal or civil proceedings.

Independent Investigation: The College, at the discretion of the General Counsel, may conduct an investigation independent of or, or in addition to, the procedures provided herein at any time. The investigation may invoke complaints or allegations concerning gender-based misconduct against the College, or any of their employees or students.

Resources for Anyone who Experiences Gender-Based Misconduct: The College’s primary concern is with the health, safety and well-being of the members of the College community. If you or someone you know may have experienced sexual assault, dating violence, domestic violence or stalking (or any form of gender-based misconduct), we urge you to seek immediate assistance. Student assistance can be obtained 24 hours a day, 7 days a week from:

- Columbia University Rape Crisis/Anti-Violence Support Center-(212) 854-HELP
- Furman Counseling Center- Hewitt Hall (212) 854-2092
- Barnard Primary Care Health Services (212) 854- 2091
  - After hours clinician on call (855) 622 1903
- All members of the community can seek assistance through the following contacts:
  - Barnard Public Safety (212) 854 3362
  - Columbia University Public Safety (212) 854 2796
- Barnard Title IX Coordinator (212) 854 0037
- Safe Horizon (212) 523 4728
- New York Police Department 911 (Manhattan Special Victims Unit (212) 355 9373)
- NYC Family Justice Centers(212) 602-2800

Additional information about gender-based and sexual misconduct can be found on the Barnard website at www.barnard.edu/doc/titleix.

Step Up! Be an Active Bystander The Columbia-Barnard Bystander Intervention committee offers Step Up! pro-social bystander training. Contact the Barnard Associate Dean for Equity/Title IX Coordinator or Columbia Sexual Violence Response Director to request training.

Pro-social bystanders are Individuals who intervene in emergencies, criminal events or situations that could lead to violence, in ways that positively impact the outcome. The five decision making steps are to Notice the event; Interpret it as a problem; Assume personal responsibility; Know how to help; and Step Up and help (take action).
A friend or bystander can interpret a matter as a problem by recognizing behaviors that are violations (described earlier in this report) or that may be making another feel uncomfortable or belittled. Help can be direct or indirect – and should never involve infringing upon one’s own sense of safety. Indirect help can always be sought by reporting to Public Safety or an administrator/staff member when adverse behavior has been observed. Direct help does not always mean addressing a matter directly, but can be in the form of a distraction – changing the subject in an uncomfortable situation or asking someone for assistance to remove them from a potentially harmful situation. A simple acronym to remember is S.E.E. for Safe Responding; Early Intervention; and Effective Helping.

**Risk Reduction**
The following guidelines are taken from the Rape, Abuse, & Incest National Network website (rainn.org)

While you can never completely protect yourself from sexual assault, there are some things you can do to help reduce your risk of being assaulted in social situations.

1. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.

2. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).

3. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you’ve left your drink alone, just get a new one.

4. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.

5. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.

6. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

Safety Planning information can be found on the Rainn website (rainn.org), the Barnard Title IX webpage (barnard.edu/doc/titleix), or Columbia Sexual Violence Response webpage (health.columbia.edu/sexual-violence-response).
SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION
In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, below is a link to the New York State Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of New York, convicted sex offenders must register with the Sex Offenders Registry maintained by the New York State Division of Criminal Justice Services.

The Sex Offender Registry is available via Internet pursuant to the Sex Offender Registration Act (Correction Law Article 6-C Section 168 et seq.). Registry information provided under this section shall be used for the purposes of administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. **It is unlawful to use the information for purposes of intimidating or harassing of another.**
The New York State Division of Criminal Justice Services is responsible for maintaining this registry. **Access the sex offender registry.**
SECTION NINE
FIRE SAFETY REPORT

BARNARD COLLEGE ANNUAL
FIRE SAFETY REPORT
2013

Residence Hall Fire Statistics:

In accordance with the Higher Education Opportunities Act of 2008, Barnard College is providing mandatory fire safety information annually. All reports of fires and fire alarms are maintained by Barnard Public Safety. Data collected includes, but is not limited to, the building name; alarm location; time and date; the number and cause of each fire; any and all injuries; any fatalities; and the dollar values for property damaged by the fire.

The following statistics are collected and reported by the Department of Public Safety and are published in the Annual Security and Fire Safety Report and on the Public Safety Website: http://barnard.edu/publicsafety/fire-safety-policy

- The number of fires and the cause of each fire
- The number of deaths related to the fire
- The number of injuries related to the fire that resulted in treatment at a medical facility
- The value of property damage related to the fire

<table>
<thead>
<tr>
<th>Location</th>
<th>Fire</th>
<th>Cause</th>
<th>Fire–related Injury</th>
<th>Deaths Related to Fire</th>
<th>Value of Property Damage</th>
</tr>
</thead>
<tbody>
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<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
</tbody>
</table>

1. **Fire**: Any instance of open flame burning or other burning in a place not intended to contain the burning or in an uncontrolled manner.

2. **Cause of Fire**: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
3. **Fire–related Injury**: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term person may include students, faculty, staff, visitors, firefighters, or any other individuals.

4. **Fire–related Death**: Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire, or who dies within one year of injuries sustained as a result of the fire.

5. **Value of Property Damage**: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including; contents damaged by fire, related damages caused by smoke, water, and overhaul. Property damage does not include indirect loss, such as business interruption.

**FIRE LOG**

Barnard College Fire Log is maintained at the Department of Public Safety and is available for inspections at the Office of Public Safety, Monday - Friday, 9 a.m. to 5 p.m.

If you have any questions, please call Robert Beckmann, our Supervisor of Emergency Management and Fire Safety at 212-854-5108 for emergencies please call Barnard Public Safety at 212-854-3362, ext. 43362 or 88 from a campus phone.
### Description of Student Housing Fire Detection and Suppression Systems

<table>
<thead>
<tr>
<th>Building</th>
<th>Building Fire Alarm</th>
<th>Room Detection</th>
<th>Connected To IFA</th>
<th>Central Office</th>
<th>Sprinkler</th>
<th>Standpipe</th>
<th>Fire Drills Conducted</th>
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<td>YES</td>
<td>YES</td>
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<td>Partially</td>
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<td>YES</td>
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<td>YES</td>
<td>YES</td>
<td>None</td>
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<td>6</td>
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<tr>
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<td>YES</td>
<td>Partially</td>
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</tr>
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<td>YES</td>
<td>YES</td>
<td>Partially</td>
<td>1 Riser</td>
<td>6</td>
</tr>
<tr>
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<td>YES</td>
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<td>YES</td>
<td>YES</td>
<td>Fully</td>
<td>1 Riser</td>
<td>5</td>
</tr>
</tbody>
</table>

1. **Fire Safety System:** Any mechanism or system related to the detection of a fire, including; Sprinkler or other fire extinguishing systems, Fire detection devices, Stand-alone smoke alarms, Devices that alert one to the presence of a fire, such as horns, bells, or strobe lights, smoke-control and reduction mechanisms, and Fire Doors and walls that reduce the spread of fire.

2. **Partially Sprinklered** areas include public corridors, below grade space, laundry and computer rooms.

3. Barnard College conducts a minimum of three drills per calendar year by the Fire Safety Officer in conjunction with Public Safety Officers for all college owned Residence Halls, Academic and Administrative buildings. At least one drill is conducted for occupied Residence Halls if used during summer session.
Building Fire Alarms
Each student residence is equipped with an interior fire alarm system with detection throughout the building, including smoke detectors in sleeping quarters, vestibules and hallways, and CO2 detectors in student rooms.

Interior Fire Alarm Systems
All residential buildings are equipped with interior fire alarm systems that are designed to warn building occupants of a fire in the building. Interior fire alarm systems generally consist of a panel located in a lobby or basement, with a manual pull station located near the main entrance and by each stairwell door. Interior fire alarm systems are usually manually activated and do not automatically transmit a signal to the Fire Department, so a telephone call must be made to 911 or the Fire Department Dispatcher. Do not assume that the Fire Department has been notified because you hear a fire alarm or smoke detector sounding in the building. Barnard College Residence Halls signal the Fire Department via Central Station.

Fire Sprinkler Systems
A fire sprinkler system is a system of pipes and sprinkler heads that when triggered by the heat of a fire automatically discharges water that extinguishes the fire. The sprinkler system will continue to discharge water until it is turned off. When a sprinkler system activates, an alarm is sounded.

FIRE SAFETY POLICIES AND PROCEDURES

In accordance with the Rules of the City of New York RCNY 43-01 and Local Law 10, all Barnard students are given a “Residence Hall Fire Safety Information” booklet containing fire safety and evacuation procedures with specific information for each Residence Hall during building check in at the beginning of each fall semester.

Information included in this booklet includes the Fire Safety Plan, description of building construction, means of egress, description of fire suppression systems, basic fire prevention & preparedness measures, evacuation instructions, use of fire extinguishers and Residence Hall fire safety policies. https://barnard.edu/reslife/handbook

Residence Hall Policies regarding portable electrical appliances, smoking and open flames

There are no open flames allowed on campus including candles, barn fires, fire pits or barbecues unless such barbecue utilizes charcoal and is supervised by certified food services employee, Campus Fire Safety Officer or other authorized supervision as determined by the Director of Public Safety.

Cooking is only allowed in authorized kitchens. The use of microwaves or any other type of cooking device in individual rooms is strictly prohibited. In addition the following electrical appliances are prohibited.
**Prohibited Items**

- Air conditioners (both window and portable units)
- Halogen lamps
- Hot plate, open coil heater, toaster, or toaster oven
- Deep fryer
- Rice cooker
- Microwaves in bedrooms (only may be used in suite kitchens)
- Space heater
- Extension cords (only surge protectors like the ones in [this photo](https://barnard.edu/reslife/policies/prohibited-items) are allowed)

A complete list of Residence Hall rules and policies concerning portable electrical appliances, smoking, and open flames in resident housing are published in the student handbook under “Campus Fire Safety Procedures” and are found in the housing contract. ([https://barnard.edu/reslife/policies/prohibited-items](https://barnard.edu/reslife/policies/prohibited-items))

**IMPORTANT NOTE:** we have received a report that the lighting appliance pictured and described [here](https://barnard.edu/reslife/policies/prohibited-items) is prone to melting. We strongly recommend against the use of this product on our campus.

**Smoking Policy**

Barnard is a smoke free College. Smoking is prohibited in all college-owned student residences and all academic and administrative buildings. Outdoor smoking is not permitted within the confines of the campus. ([https://barnard.edu/general-counsel/smoking-policy](https://barnard.edu/general-counsel/smoking-policy))

Barnard is committed to providing educational programs to assist every member of our community in making healthy lifestyle choices. Students, faculty, and administrators who are interested in smoking cessation programs may obtain information from Human Resources. In addition, residents of New York State can access services available through the New York State Quitline at 1-866-697-8487 or www.nysmokefree.com.

**Procedures for evacuations, fire safety education and training**

Fire safety procedures can be found under “Campus Fire Safety Procedures” in the Student Handbook ([https://barnard.edu/reslife/fire-safety](https://barnard.edu/reslife/fire-safety)), as well as the Emergency and Safety Procedures Guide ([http://barnard.edu/publicsafety/emergency-plans](http://barnard.edu/publicsafety/emergency-plans)), which outlines evacuations, fire/explosion and gas leaks producers.

- Fire safety training is conducted annually by a Campus fire safety officer with all housing staff, RA’s, Public Safety Officers, Access Attendants and ARAMARK staff.
- During fire drills, a Campus fire safety officer issues fire safety tips to students.
- Public Safety supervisors address safety issues and fire safety tips during floor meetings in Campus residence halls in conjunction with RA’s (Resident Assistants).
- The Department of Public Safety conducts a Fire Safety Day annually to promote fire safety awareness and prevention throughout the campus community.
To Report a Fire
To report a fire call Barnard Public Safety at 212-854-3362 or dial 88 from a campus telephone, if off campus dial 911.

If you discover a fire in a campus building IMMEDIATELY pull the nearest fire alarm as you exit the building and follow Evacuation of Building Procedures.

STUDENT HOUSING EVACUATION

Emergency Fire Safety & Evacuation Instructions
In the event of a fire, follow the directions of Fire Department and Public Safety personnel. If no first responders are on the scene and there is an emergency situation, you may be required to decide on a course of action to protect yourself and the other members of your room or suite.

This Fire Safety Plan is intended to assist you in selecting the safest course of action in such an emergency. No Fire Safety Plan can account for all possible factors and changing conditions, so you may have to decide what the safest course of action under the circumstances is.

General Emergency Fire Safety Instructions
1. Stay calm. Do not panic. Notify Public Safety as soon as possible (212-854-3362 or dial 88 from a campus phone). Emergency personnel will be on the scene of a fire within minutes of receiving an alarm.

2. Know the location of the nearest fire alarm pull boxes.

3. Flames, heat and smoke rise, generally a fire on a floor below your room or suite presents a greater threat to your safety than a fire on a floor above you.

4. Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished. Do not attempt to put the fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.

5. Exit the building using stairs only and NEVER use the elevator because it could stop between floors or take you to where the fire is. Close doors as you exit to confine the fire.

6. Heat, smoke and gases emitted by burning materials can quickly choke you. If you are in heavy smoke, get down on the floor and crawl. Take short breaths through your nose.

7. If your clothes catch fire, don’t run – STOP, DROP and ROLL. Stop where you are, drop to the ground, cover your faced with your hands to protect your face and lungs and roll over as many times as necessary to smother the flames.
Evacuation Instructions for All Building Types

1. Feel your room or suite door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.

2. Exit your room, suite and building if you can safely do so, via the exit closest to you.

3. Close but do NOT lock the door to your room and suite and leave the area. If the fire is in an adjacent area, close the door to that location as well.

4. If they are conveniently located, grab your keys and shoes on the way out.

5. As you head for the closest exit, yell for others to evacuate and bang on the doors as you walk past them. You do not want to remain in the space to wait for others, but do your best to notify them on your way out.
   • NEVER use the elevator to evacuate. The elevator and elevator shaft may catch on fire, or the elevator may take you to the location of the fire.

6. If the hallway or stairwell is not safe because of smoke, heat or fire and you have access to a fire escape; use it to exit the building. Proceed cautiously on the fire escape.

7. If you cannot use the stairs or fire escape, call Public Safety and inform them of your location including building, floor, room or suite number and the number of people with you. Close the door to the room you are in and place a wet towel under the door to prevent smoke from getting into the room.
   • If conditions in the room or suite seem life-threatening, open a window and wave a towel or sheet to attract the attention of emergency personnel.

8. Meet the members of your room or suite at a predetermined location outside the building. Notify responding firefighters if anyone is unaccounted for.

Plans for Future Improvements in Fire Safety

Barnard College meets all New York City fire safety requirements and implements system upgrades with all building renovations. As current residences are renovated additional fire suppressions and detection devices are installed including expansion of sprinkler systems. Capital improvement projections include a tie in of all on campus buildings and all campus owned Residence Halls to this notification system while maintaining current notification operations.
APPENDIX A: Definitions of Reportable Crimes

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Burglary:** The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, benzedrine).

**Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Forcible Rape:** The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

**Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Liquor Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition.)
**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

**Murder and Nonnegligent Manslaughter:** The willful (nonnegligent) killing of one human being by another.

**Negligent Manslaughter:** The killing of another person through gross negligence.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Sex Offenses—Forcible:** Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

**Sex Offenses—Nonforcible:** Unlawful, nonforcible sexual intercourse.

**Sexual Assault with an Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

**Additional Clery Act Hate Crime Definitions**

In addition to any of the crimes above, the following acts are now reportable as Hate Crimes under the Clery Act, when the evidence suggests the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/Damage/Vandalism of Property (Except “Arson”):** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**NOTE:** The above definitions are excerpted from the Implementing Regulations of the “Jean Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” (originally the Campus Security Act) originally published in the Federal Register on April 29, 1994 (Vol. 59, No.82) and November 1, 1999 (Vol. 64, No.210). The definitions are to be used for reporting the crimes listed in 34 CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation’s Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

However, due to the recent VAWA legislation it is anticipated that some of these definitions will change for future reporting purposes.
APPENDIX B – Clery Geography

Main Campus

Cathedral Gardens

Plimpton Residence Hall

College Residence
APPENDIX C: Crime Awareness and Safety Information

Tools To Navigate The City

- Be Alert and Aware of your surroundings. Don’t be distracted on the cell phone or IPod
- Always tell someone where you are going & when you are expected back.
- Try not to travel alone or jog after dark in isolated areas such as Parks
- Go out in a group and stay with the group, don’t leave anyone behind.
- When using the Subway don’t ride in the last car. Look for the White & Black Zebra Board on the platform & travel with the Conductor or in the First Car with the Train Operator.
- If you find yourself stranded call Public Safety 212-854-3362
- If you are accosted go into a public area or store, supermarket or restaurant, off Campus call 911.

General Safety Tips

- All suspicious activity should be reported to Barnard Public Safety at ext. 43362 or dial 88 from a Campus phone.
- Timely and accurate reporting of information makes it easier to gather critical evidence and increase the odds of recovering stolen property and/or successfully apprehending and prosecuting criminals.
- Avoid walking alone at night: walk with a group, use the campus shuttle bus, or contact the Escort Service. If you must walk alone, please make sure to use well-lighted sidewalks on busy streets and take the most direct route.
- Keep your room doors locked and do not prop residence hall doors open.
- Report all maintenance problems (broken doors, window locks, etc.) to Residential Life immediately.
- Identify your valuables - record serial numbers of TVs, computers, etc., have them engraved and list your valuable property with Barnard Public Safety.
- Always secure your valuables and never leave items such as pocketbooks, wallets, keys, cell phones, etc. unattended even for brief periods of time.
- Use designated crosswalks and pedestrian crossings to safely cross roadways.
- Be aware of campus and local crime trends. Read the Red Alert Boards located throughout the campus. You are your best protection - educate yourself.
- Shades and curtains should be drawn to prevent potential criminals from looking into your room.
- Carry only necessary cash and credit cards, and avoid wearing expensive jewelry. However, always carry enough money for an emergency phone call or ride home.
- TRUST YOUR INSTINCTS… if someone does not look right to you or makes you feel uneasy, get away fast! Immediately report him/her to the Department of Public Safety.
Burglary/Thefts of Unattended Property
To help prevent burglary, please adhere to the following tips:

• Lock your door—even when going out for a short period.
• Always secure and/or conceal valuable items when leaving your room.
• Never leave valuable property (i.e.) laptops, iPods, cell phones, etc. unattended, in the library, café or any area open to the public or not monitored.
• NEVER GIVE OUT YOUR ROOM KEY.
• Always lock your windows when leaving your room.
• DO NOT PROP OPEN DOORS.
• Be aware of happenings and persons in your building.
• Report any suspicious persons and/or activity to Public Safety IMMEDIATELY at ext. 43362.
• Escort your guest(s) to and from the main entrance of the residence halls.
• Record serial number of any valuable items when available.
• For items without serial numbers, take a photo and record a written description.
• During prolonged breaks such as winter and spring recesses ensure that all valuable items are properly secured and remove non-securable items.
• During prolonged breaks such as winter and spring recesses ensure that all valuable items are properly secured and remove non-securable items.

Holiday Safety Tips

• Be sure to lock your doors and windows when leaving your room, apartment or home even for brief periods.
• Always secure your valuables and never leave items such as pocketbooks, wallets, keys, cell phones etc. unattended even for brief periods of time.
• DO NOT DISPLAY HOLIDAY GIFTS WHERE THEY CAN BE SEEN FROM WINDOWS, DOORWAYS OR OPENLY VIEWABLE AREAS.
• Be cautious of strangers soliciting for charitable donations. Ask for identification, how the donated funds will be used, etc.
• When you go out for the evening leave on a light and turn on a radio so your residence appears to be occupied.
• Don’t leave boxes from TVs, VCRs, Computers, etc. out at the curb for trash pickup. Break them down.
• Record all serial numbers or mark valuables with an identification number.
• Carry your purse under your arm with the flap turned into your body.
• Carry your wallet in your front trouser pocket.
• Park in well lit areas. Be aware of your surroundings.

If you have any non-emergency questions related to this Safety Advisory, please feel free to call Public Safety at 212-854-5108.
Cyber Bullying Awareness

What Is Cyber Bullying?
Cyber bullying is when the Internet or other devices, such as cell phones, are used to send or post messages or images that are meant to hurt or embarrass another person. It can be done through e-mail, instant messaging, text messages, web pages, chat rooms, or even interactive game sites.

Cyber Bullying includes:
- Sending mean, threatening or harassing messages to another person through texts, e-mail, web pages, or instant messaging.
- Spreading lies and rumors about victims through the internet or text messages.
- Posting pictures without the consent of the individual.
- Trickling someone into revealing their personal information and sending it to others.
- Creating websites, polls, or blogs about the individual that are meant to embarrass or hurt the person.
- Recording conversations or videos without the individual’s consent and then posting it online.

Tips for Protecting Yourself:
- Be alert to all of the different forms of cyber bullying.
- **DO NOT POST OR SHARE ANY PERSONAL INFORMATION ONLINE ABOUT YOURSELF WHICH INCLUDES YOUR PHONE NUMBER, ADDRESS, SCHOOL, CREDIT CARD INFORMATION, OR YOUR SOCIAL SECURITY NUMBER.**
- Keep all of your usernames and passwords secret.
- Do your best to safely block all communication with the cyber bully.
- Inform Public Safety, Resident Life staff members, family, friends, supervisors, and co-workers about the situation.
- Keep a record of all e-mails, text messages and instant messages that you have received from the cyber bully.
- Contact your internet service provider or BCIT services and report what has happened. If the messages are threatening you should contact Public Safety or the police.
- **DO NOT REPLY TO THE BULLYING MESSAGES;** often if you do not reply, they will leave you alone.
- Change your username or e-mail address so the cyber bully can no longer contact you.

Call Public Safety at **212-854-3362** for emergencies or **212-854-5108** for non-emergencies.

Bomb Threat Procedures
Should a member of the Barnard community receive an email or telephone threat, it is imperative that he or she follow the procedure below and notify the Department of Public Safety IMMEDIATELY.

Bomb Threat Procedure
In the event a bomb threat is received by telephone, the call taker will attempt to ascertain as much information as possible from the caller and contact Public Safety immediately at ext. **43362** or **88** from a campus phone.
If a bomb threat is received by e-mail, the receiver will first print a copy of the e-mail, call Public Safety and then forward the e-mail threat to the Director of Public Safety at publicsafety@barnard.edu. Under no circumstance should the receiver delete the e-mail threat. Upon receipt of information of a bomb threat the Department of Public Safety will take all action steps as outlined in the Emergency Management Procedure Manual and department procedures to ensure the safety and security of the affected area and campus community.

Local law enforcement authorities will be notified by the Department of Public Safety of all threats against the Campus. The Director of Public Safety or his/her designee will issue an “ALL-CLEAR” message after consulting with law enforcement and applicable campus officials, and only when all officials are in agreement that there is not an active threat to the Campus and the area is safe for students, faculty, staff and/or visitors.

**Anthrax/Biological Agents**

Recently there has been growing concern over the threat of biological terrorism in the United States. To date, there is no evidence or information suggesting a credible threat to New York City or to Barnard College. We have no reason to believe that our campus would be a target. However, the Department of Health and the U.S. Postal Service have issued safety alerts and we feel that it is prudent to share their recommendations with the Campus community.

It is important to note that all non-interoffice mail is screened at the U.S. Post Office before it arrives here on campus. In addition, many reports of suspicious packages and threats of biological terrorism prove to be hoaxes. Regardless of this, all suspicious envelopes, packages, and substances must be treated as though they pose a risk.

The U.S. Postal Service suggests that individuals should watch for mail/parcels that:

- Are unexpected or from someone unfamiliar to you.
- Addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address or have one that can’t be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Are marked with restrictive endorsements such as “Personal” or “Confidential”
- Have protruding wires, strange odors or stains.
- Show a city or state in the postmark that doesn’t match the return address.

**What should I do if I’ve received a suspicious parcel in the mail?**

**DO NOT TRY TO OPEN THE PARCEL!**

- Isolate the parcel.
- Evacuate the immediate area surrounding the parcel.
- Call Public Safety at ext. 43362 to report that you’ve received a parcel in the mail that may contain biological or chemical substances.
Other Safety Measures:
1. If you receive an envelope that appears to be empty:
   - Place the envelope in a plastic bag.
   - **DO NOT PASS THE ENVELOPE TO OTHERS FOR INSPECTION.**
   - Wash your hands with soap and water.
   - Call Public Safety at ext. 43362 or 88 from a campus phone and notify your supervisor.
2. If you receive an envelope containing powder and the powder spills out onto surface:
   - **DO NOT CLEAN UP THE POWDER. KEEP OTHERS AWAY.**
   - Wash your hands with soap and water.
   - **DO NOT TRY TO BRUSH THE POWDER OFF OF YOUR CLOTHES.**
   - Avoid contact with others.
   - Call Public Safety at ext. 43362 or 88 from a campus phone and notify your supervisor.
3. If possible, shut down any fans or air ventilation systems.
   - Leave the room and close the door, or section off the area to prevent others from entering (i.e., keep others away).
   - Remove clothing and place in a plastic bag as soon as possible.
   - Shower with soap and water as soon as possible. Do not use bleach or other disinfectants.
   - Put on fresh clothing.
   - Make a list of all people who had contact with the powder and give list to Public Safety.
4. Package marked with threatening message such as “ANTHRAX”:
   - **DO NOT OPEN IT.**
   - Leave it and evacuate the room.
   - Call Public Safety at ext. 43362 and notify your supervisor.
   - **DO NOT ALLOW OTHERS INTO THE AREA**
5. Aerosolization, small explosion, or letter stating “Anthrax in Heating System”:
   - Leave the room immediately.
   - Secure the entry way.
   - Call Public Safety at ext. 43362 and notify your supervisor.
   - **DO NOT ALLOW OTHERS INTO THE AREA.**
   - If possible, shut down any fans or air ventilation systems.
   - Remain on the premises until Public Safety arrives.
   - Make a list of all people who were in the area at the time and give it to Public Safety.
6. A threat by telephone:
   - **DO NOT ARGUE WITH OR ANTAGONIZE THE CALLER.**
   - Listen carefully so that you can recall the details later. Listen for background noises.
   - Call Public Safety at ext. 43362 and notify your supervisor.

Facts about Anthrax:
- Anthrax organisms can cause skin infection, gastrointestinal infection, or pulmonary (lung) infection.
- To cause an infection, it must be rubbed into abraded skin, swallowed, or inhaled.
- Disease can be prevented after exposure to Anthrax spores by early treatment with the appropriate antibiotics.
- Anthrax is not spread from one person to another.
Terrorism Precautions

**General Safety Recommendations Regarding Suspected Terrorist Activities**

Heightened security is not intended to induce fear and panic. People should go about their normal business while paying particular attention to their surroundings.

**Suspicious Behavior/Circumstances:**

*Be aware of the following conditions and report to Public Safety at 212-854-3362.*

*If off-campus notify outside law enforcement at 911:*

- People in buildings or areas that do not appear to be conducting legitimate business.
- People monitoring areas, buildings or entrances.
- Unauthorized people in restricted, sensitive or private areas.
- Persons taking photographs of critical facilities.
- Persons asking detailed information about physical security and/or information with no apparent need for that information.
- People wearing clothing not consistent with the weather conditions (bulky coat in warm weather etc.)
- Abandoned parcels or other items in unusual locations or high traffic areas.
- Individual attempting to access utility locations (water, electrical, petroleum, telecommunications, information systems).
- Multiple persons who appear to be working in unison, committing the above.

**Be Alert to:**

- Abandoned vehicles
- Vehicles parked near buildings or public and common areas
- Unexpected/unfamiliar delivery trucks
- Unfamiliar vehicles parked for long periods
- Vehicles containing unusual/suspicious parcels or material
- Vehicles arriving and being left behind at odd hours
- Substances leaking or spilling from vehicles

**Building/Office Security:**

- Don’t prop open building/residence hall entrance doors/windows. Rectify these situations when you observe them.
- Account for and secure keys. Don’t leave them unattended or give to unauthorized persons.
- Report lost keys to Residential Life, Public Safety, Facilities or department head.
- Account for and secure all sensitive material/information when not able to attend to it.
- Account for and secure sensitive deliveries in a timely manner.
- Secure all areas when not attended.
- Be aware of unfamiliar persons in, or visitors to, your office/lab etc.
- Protect access codes, combinations and cards. Change security codes regularly. Report compromised codes to the person in charge of area.

**BE PREPARED:** Take time out to familiarize yourself with building evacuation plans/routes.

- Report suspicious tampering with physical security (doors, locks etc.)
- Talk with co-workers; know what is out-of-place (unclaimed items etc.)
Additional Safety Recommendations:

- Closely monitor news reports and Emergency Alert System (EAS) radio/TV stations.
- Expect delays, searches of purses and bags, and restricted access to public buildings.
- Expect traffic delays and restrictions.
- Take personal security precautions to avoid becoming a victim.
- Avoid crowded public areas and gatherings.
- **DO NOT TRAVEL INTO AREAS AFFECTED BY AN ATTACK OR THOSE ACTIVELY IDENTIFIED AS TERRORIST TARGETS.**
- Keep emergency supplies accessible and automobile fuel tank full.
- Be prepared to evacuate your home or shelter if ordered to do so by local authorities.
- Develop and review family emergency plans.
- Be prepared for disasters and family emergencies.
- Increase family emergency preparedness by purchasing supplies, food, and storing water.
- Assist neighbors who may need help.
- Avoid passing unsubstantiated information and rumors.
- Continue normal activities but be watchful for suspicious activities. Report criminal and suspicious activity to local law enforcement. Continue to enjoy individual freedom. Participate freely in travel, work, and recreational activities.
- Take first aid and CPR classes.
- Become active in local CERT and/or your local Neighborhood Crime Watch programs.
- Network with your family, neighbors, and community for mutual support during a disaster or terrorist attack.
- Learn what critical facilities are located in your community and report suspicious activities at or near these sites.
- Contact local officials to learn about specific hazards in your community.
- Increase individual or family emergency preparedness through training, maintaining good physical fitness and health, and storing food, water, and emergency supplies.
- Be familiar with local natural and technological (man-made) hazards in your community and what measures you can take to protect your family.
- Keep recommended immunizations up-to-date.
- Know how to turn off your power, gas, and water service to your house.
- Know what hazardous materials are stored in your home and how to properly dispose of unneeded chemicals.
- Support the efforts of your local emergency responders (public safety, fire fighters, law enforcement and emergency medical service).
- Volunteer to assist and support the community emergency response agencies.

For further information visit the Department of Homeland Security's website: [http://www.dhs.gov](http://www.dhs.gov)

If you have any non-emergency questions related to this Safety Advisory, please feel free to call Public Safety at 212-854-5108


**Airport Security & Preparation Tips**

Today everyone needs to play an active role in contributing to air travel security. Together, airlines, airports, travel agents, government officials, and you, the passenger, can contribute to making air travel safe, secure, and efficient.

**How can I contribute?**

**Become a Smart Traveler.** There are preparations you can make before you arrive at the airport to help you move more quickly and efficiently through the new security processes. Here you will find suggestions on what to wear to the airport and how to pack for your trip. We’ve also included a pre-flight checklist to help you Prepare for Takeoff.

- Dress the Part
- Pack Smart
- Final Checklist

**Dress the Part**

Be aware that any metal detected at the checkpoint must be identified. If you set off the alarm, you will be required to undergo a secondary screening, including a hand-wanding and a pat-down inspection.

You can remove metal items at the security checkpoint and place them in the bins provided. The bins will be sent through the X-ray machine. You can save time, however, by not wearing metal items or by placing such items in your carry-on baggage before you get in line.

**TIP:** Avoid wearing clothing, jewelry, or other accessories that contain metal when traveling.

- Jewelry (pins, necklaces, bracelets, rings, watches, earrings, body piercings, cuff links, lanyard or bolo tie)
- Shoes with steel tips, heels, shanks, buckles or nails
- Clothing with metal buttons, snaps or studs
- Metal hair barrettes or other hair decoration
- Belt buckles
- Under-wire brassieres

Hidden items such as body piercings may result in a pat-down inspection. You may ask to remove your body piercing in private as an alternative to the pat-down search.

**TIP:** Avoid placing metal items in your pockets.

- Keys, loose change, lighters
- Mobile phones, pagers, and personal data assistants (PDAs)

**TIP:** Instead, place jewelry and other metal items in your carry-on baggage until you clear security.

**TIP:** Pack your outer coat or jacket in your baggage when possible.

Outer coats including trench coats, ski jackets, leather jackets, overcoats and parkas must go through the X-ray machine for inspection. If you choose to wear an outer coat to the checkpoint, you will need to either place it in your carry-on or put it in the bin that is provided for you. You will not need to remove suit jackets or blazers unless requested by the screener.
Plan Ahead - Pack Smart

Carry-on Baggage is a small piece of luggage you take onboard the airplane with you. You are allowed one carry-on in addition to one personal item such as a laptop computer, purse, small backpack, briefcase, or camera case.

Checked Baggage is luggage you check in at the ticket counter or at curbside. It will not be accessible during your flight.

Below are a number of tips for packing your checked baggage that will help to speed your trip and ensure that your checked bag makes the flight with you:

- Consider putting personal belongings in clear plastic bags to reduce the chance that a TSA screener will have to handle them.
- Pack shoes, boots, sneakers, and other footwear on top of other contents in your luggage.
- Avoid over-packing your bag so that the screener will be able to easily reseal your bag if it is opened for inspection.
- If possible, spread your contents over several bags. Check with your airline or travel agent for maximum weight limitations.
- Avoid packing food and drink items in checked baggage.
- Don’t stack piles of books or documents on top of each other; spread them out within your baggage.

You can move through the screening process more quickly by following these packing tips:

- Do NOT pack or bring prohibited items to the airport.
- Put all undeveloped film and cameras with film in your carry-on baggage. Checked baggage screening equipment will damage undeveloped film.
- Check ahead of time with your airline or travel agent to determine the airline's baggage policy, including number of pieces you can bring and size and weight limitations.
- Carry-on baggage is limited to one carry-on bag plus one personal item. Personal items include laptops, purses, small backpacks, briefcases, or camera cases. Remember, 1+1.
- Don’t forget to place identification tags with your name, address and phone number on all of your baggage, including your laptop computer. It is a good idea to place an identification tag inside your baggage as well.
- Avoid over packing so that your articles don't spill out if your bag is opened for inspection.
- Think carefully about the personal items you place in your carry-on baggage. The screeners may have to open your bag and examine its contents.
- Wait to wrap your gifts. Be aware that wrapped gifts may need to be opened for inspection. This applies to both carry-on and checked baggage.

Before You Arrive: Final Checklist

Check with your airline or travel agent

- To determine how early to arrive at the airport. Recommended check-in times differ by airline and airport.
- To determine whether you should go to the ticket counter or checked-baggage screening area first. Not all airports are the same since the addition of checked-baggage screening. Curbside check-in may also be available.
- If you do not have checked baggage and you already have a boarding pass, ticket or ticket confirmation, you can proceed directly to your gate through the security checkpoint. Please note that certain airlines do not offer gate check-in.
Check with your airport

- To confirm which parking lots are open if you will be parking at the airport. Some lots may be closed for security reasons. Be sure to allow extra time for parking and shuttle transportation.

Check to make sure you

- Bring a boarding pass, ticket, or ticket confirmation, such as a printed itinerary and a government-issued photo ID. Children under the age of 18 do not require an ID.
- Bring evidence verifying you have a medical implant or other device if it is likely to set off the alarm on the metal detector; bring evidence verifying this condition. Although this is not a requirement, it may help to expedite the screening process.
- Have removed prohibited items such as pocketknives, scissors, and tools from your carry-on baggage.

Have a safe trip and enjoy your flight!

For further details and information please access the Transportation Security Administration’s website at http://www.tsa.gov/traveler-information